

APPLICATION GUIDELINES

for

2015 Community Development Block Grant (CDBG)

**Administered By: Augusta Housing and Community Development Department
Chester A. Wheeler, Director
925 Laney Walker Boulevard, 2nd Floor
Augusta, Georgia 30901
Telephone: (706) 821-1797 / Facsimile: (706) 821-1784**

Application Due Date

May 1, 2014

3:00 P.M.

Application will not be accepted after the deadline.



Deke Copenhaver, Mayor

BOARD OF COMMISSIONERS

Bill Fennoy, District 1; Corey Johnson, District 2; Mary Davis, District 3; Alvin Mason, District 4; Bill Lockett, District 5; Joe Jackson, District 6; Donnie Smith, District 7; Wayne Guilfoyle, District 8; Marion Williams, District 9; Grady Smith, District 10



SCORING CRITERIA

1. LOW INCOME EMPHASIS - The extent to which the project proposes to serve a higher percentage of low and moderate income persons than is required by HUD (above 51%). A maximum of twenty-five (25) points will be awarded based on the % of low and moderate income and very low income persons serve in comparison to total persons served.

51% - 60%	5 points	71% - 80%	15 points	91% - 100%	25 points
61% - 70%	10 points	81% - 90%	20 points		

2. SERVE HIGH PRIORITY NEEDS IDENTIFIED IN YEAR 2010 - 2014 CONSOLIDATED PLAN - A maximum of fifteen (15) points will be awarded based on the extent the project addresses needs identified as “High Priority” needs in the Consolidated Plan.

- High Priority Need-15 points
- Medium Priority Need-10 points
- Low Priority Need-5 points

3. LEVERAGING & QUALITY OF PROGRAM DESIGN

A maximum of twenty (20) points will be awarded based on the financial feasibility of the project and the extent to which other funds and volunteer time has been committed to the proposed activity. Sources may include: financial commitment of your agency, volunteers, other grant monies, private resources and donations, etc. Applicant should provide documentation showing evidence to the extent and firmness of commitments to complete proposed project/programs. CDBG funds should be sole source for the proposed projects/programs. Applicant must include a program schedule and performance benchmark for the contract period.

4. OPERATIONAL CAPABILITY & EXPERIENCE OF THE APPLICANT

A maximum of twenty (20) points will be awarded based on the applicant’s ability to develop and carry out the proposed project in a reasonable time and successful manner. Evidence demonstrating previous experience of the applicant and key staff of the organization in relevant activities will be considered. The applicant must identify the key staff that will be responsible for implementing the program and describe their qualifications. Agencies’ past performance with City funds will be considered.

5. FINANCIAL CAPABILITY AND EXPERIENCE

A maximum of twenty (20) points will be awarded based on the applicant’s capability to handle financial resources and follow procedures for effective control. Evidence demonstrating previous experience of the applicant, the key staff of the agency and the adequacy of existing financial control procedures. A description of the financial control system and supporting documentation including a copy of your most recent audit or financial statements should be submitted.

TOTAL POSSIBLE POINTS – 100
Minimum Score for consideration – 70

**ITEM #1: APPLICANT/CONTACT PERSON**

Please list the legal name and address of the agency, and the name, title and address of the contact person who will be working with the Housing & Community Development staff through the year.

ITEM #2: PROJECT INFORMATION

- Project Title & Proposed Location (self-explanatory)
- Estimate total number of persons to be served by the project that funds are being requested.
- Estimate # low and moderate income persons to be served.
- Estimate # of persons the CDBG assistance will enable you to serve - of this # how many are low & moderate income persons.
- Indicate Priority Need.
- Indicate Total Amount of CDBG funds requested.
- Indicate Total Project Cost for this Project/Program.

ITEM #3: PROJECT ELIGIBILITY

To be eligible for CDBG funding, a project must qualify as an eligible activity. Indicate which category on application.

ITEM #4: PROJECT BENEFIT

To be eligible for CDBG funding, a project must meet one of the three (3) national objectives of the CDBG Program. We are requesting that your project meet the national objective described under Item a or b.

- a. Provide a benefit to low- and moderate-income persons
- b. Eliminate slums and blight; or
- c. Meet an urgent need (disaster or catastrophic emergency)

ITEM #5: PROJECT DESCRIPTION

Briefly describe proposed project and the work to be performed. The narrative should include the purpose for the project, the needs or problems to be addressed, how the needs were determined, how will success of the project be determined, etc. Include WHAT you will do, WHO you will served(Provide documentation of how clientele is determined) , WHY the project is needed, WHERE will project/program be located and WHAT will CDBG funds be used for.

Note - Homeless service providers must develop a homeless services plan

ITEM #6: PROJECT BENEFICIARIES (self-explanatory)**ITEM #7: PERFORMANCE OUTCOME MEASURES**

HUD is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Select one project objective and one outcome that your project will achieve.

ITEM #8: ANTICIPATED PROJECT OUTCOMES

Describe the most significant outcome(s) this project is expected to have on its participants for year 2014. Indicate how many households or individuals will realize each outcome and how each outcome will be measured.

ITEM #9: PROJECT IMPLEMENTATION SCHEDULE

Provide a general time line for program implementation and expenditure of funds requested from City.



All funds are awarded on a 12-month basis.

ITEM #10: PROJECT SITE

Complete this section if the project is a physical improvement project such as renovations, rehabilitation or conversion. Not applicable to Service Projects. Applicant must have ownership and clear deed to property. All project cost estimate(s) must be verified by a Certified Professional, ie Architect. Include name and contact information.

ITEM #11: RELOCATION

Indicate whether the project will result in relocation of households or businesses, either on a temporary or permanent basis. Not applicable to Service Projects.

ITEM #12: ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES
(Self-explanatory)

ITEM #13. EMPLOYMENT CLIENT PARTICIPATION
(Self-explanatory)

ITEM #14: TYPE OF FUNDING REQUESTED – (Self-explanatory)

ITEM #15: PROPOSED PROJECT BUDGET

Indicate the entire cost of the project, as well as those portions CDBG funds will be used to pay. Please delineate this information in the separate columns provided on the Proposed Project Budget Sheet. For Physical Improvement/Development Projects, complete budget form 15A. For Service Projects, complete budget form 15B.

ITEM #16: COMMITTED FUNDS

Identify sources and amounts of committed funds your agency has received for this project in current program year. If capital project involving funds allocated in various phases or years, indicate amount of funds committed in previous years.

ITEM #17: PROPOSED REVENUE SOURCES

Indicate the proposed revenue sources for this project.

ITEM #18: RECEIPT OF PRIOR CDBG FUNDS

If your organization has received CDBG funds in the past, please complete the table, identifying grantors, the grant amounts, the years of award and which project was assisted. Please list the most recent award first.

ITEM #19: ORGANIZATION INFORMATION

Describe purpose, services offered, staffing positions, financial management, etc.

ITEM #20: CONFLICT OF INTEREST QUESTIONNAIRE - (self-explanatory)



ITEM #21: ATTACHMENTS - Please attach the items requested in the application.

- A. Articles of Incorporation and Bylaws
Documents recognized by the State as formally establishing a private corporation, business or agency.
(501 (c)(3) documentation)
- B. Federal Tax Exemption Determination Letter
Non-profit organizations must submit tax-exemption determination letter from the Federal Internal Revenue Service.
- C. List of Board of Directors
A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.
- D. Board of Directors' authorization to request funds
Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.
- E. Board of Directors' designated authorized official
Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.
- F. Organizational Chart
An organization chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure, and which identifies any staff positions of share responsibility.
- G. Resume of Chief Program Administrator
- H. Resume of Chief Fiscal Officer
- I. Most recent Audit/financial statement
- J. Copy of IRS Form 990 – Return of Organization Exempt from Income Tax
- K. Statistical Report for last 12-month period.
- L. Conflict of Interest Questionnaire
- M. Documentation of Committed Funds. (e.g. award letter, letter from lender, etc.)
- N. Financial Policies and Procedures - including policies/procedures for (a) managing and tracking cash receipts/disbursements, (b) budgeting, (c) purchasing or procurement, and (d) program income.
- O. Public facilities documentation/information (See Community Improvement Program Design, Item E)